

COMSCINST 4770.3A	COG CODE N7X	DATE 25 AUG 1970
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DEPARTMENT OF THE NAVY
 COMMANDER MILITARY SEALIFT COMMAND
 WASHINGTON NAVY YARD BLDG 210
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 WASHINGTON DC 20398-5540

COMSCINST 4770.3A
 M-4E1
 25 August 1970

COMSC INSTRUCTION 4770.3A

From: Commander, Military Sealift Command

Subj: MSC ships; preparation for temporary lay-up in National Defense Reserve Fleet (*NDRF*)

Ref: (a) COMSTSINST 3121.3C (*TANKOPINS*)
 (b) Maritime Administration Form MA-496C of April 1970

Encl: (1) Removal of Records and Documents from Ships Selected for Disposal

1. Purpose. This instruction establishes procedures for the transfer to Maritime Administration (*MARAD*) of those MSC ships which have no anticipated future use to the Department of Defense.

2. Cancellation. COMSTS Instruction 4770.3 is superseded.

3. Applicability. These procedures are applicable to all MSC ships including contract-operated tankers.

4. Responsibility. Upon receipt of instructions to inactivate MSC ships which have no future potential DOD use, COMSC will direct an MSC Area Commander to act as the COMSC representative for inactivation and transfer to MARAD for temporary lay-up pending disposal of each MSC ship so designated. The cognizant MSC activity concerned will be responsible for inactivation, stripping, disposition of removed materials, repairs if any, final condition survey and delivery of the ship to the fleet site nominated. In the case of contract-operated tankers, the Contract Operator will arrange for accomplishment of the inactivation work, stripping, and repairs, if any, under the supervision of the designated MSC Area Commander. The latter will be responsible for disposition of materials and records, final condition surveys and delivery to the reserve fleet site. Inactivation work contracted for by the Contract Operator will be supervised by the MSC representative in the same manner as provided in reference (a) for repairs in excess of \$10,000.

5. Action. When directed, the designated MSC Area Commander shall accomplish all items of work listed in reference (b), enclosure (1) and such other work and stripping as may be directed by COMSC prior to delivery of the ship to the reserve fleet. Inactivation specifications prepared by the selected MSC representative shall be submitted to the MARAD Regional Director for

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concurrence prior to bidding. A copy of the approved specifications shall be furnished to the MARAD Regional Director for record purposes.

6. Reports. The cognizant Area Commander shall submit to MSC, as early as practicable, an inactivation schedule for each ship nominated for lay-up (*MSTS Report 4770-2*). The schedule shall include the bid opening date and the estimated date for accomplishing all phases of the inactivation, including estimated date of delivery to the reserve fleet. The progress of each ship being inactivated shall also be reported weekly on MSTS Form 4720-8, indicating which part of the work is currently underway, percentage completion thereof, changes in estimated completion dates, if any, and dates of actual completion. Bid results shall be submitted to COMSC prior to award.

/S/

JOHN D. CHASE

Acting

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**REMOVAL OF RECORDS AND DOCUMENTS
FROM SHIPS SELECTED FOR DISPOSAL**

1. The MSC representative shall insure that the Master disposes of publications and documents aboard the vessel as follows:

a. Upon receipt of authority to disestablish the RPS account, conduct an audit of RPS publications and then prepare a transfer report, COMSEC (Form 153), for the RPS material to be returned. Disposition instructions for the RPS material will be promulgated by Commander, Naval Security Group Command or the Administrative Commander.

b. Turn over to the MSC representative, for screening and disposal to Navy Records Management Centers, as appropriate, ship's deck and engine logs (smooth and rough), bell books, ship's correspondence files, ship's message files, personnel files, purser's records, and general correspondence files.

c. Government-owned publications of a general nature and charts other than those distributed by the Registered Publication System, and those required for retention on board by current MARAD lay-up instructions, shall be turned over to the MSC representative for disposal. Instruction books, records, plans covering ship's installation and inventory records shall be retained on board in a secured storeroom.

d. Turn over blank standard forms to the MSC representative for redistribution.

e. Prepare and forward to COMSC an accurate report (MSC Report 5212-1) indicating the exact disposition of records made in accordance with the foregoing subparagraphs (a) through (d) in order that it may be placed in the ship's files and thereby furnish ready and accurate information as to the location of all documents for future reference if needed. A copy of this report shall also be furnished to the cognizant Maritime Administration Regional Director, or his representative, for record purposes.